

DD/P CI STAFF

1. Space Req. - 1420 sq.ft.
2. Space Recommended - 1920
3. Difference - 500 sq. ft. increase
4. Requirements based on Standard allowances:

25X1



5. This is a new operation with no "experience" factors on which to base the estimate. The increase in the T/O has been approved so full allowance for the personnel is in order. The staff representatives feel that the equipment required will level off in 5 to 10 years with a total of 100 cabinets being needed.

Chief, Records Management Staff

If you will recall our conversation, it is the opinion of this office that an additional [redacted] positions will probably be necessary before we can level off. This is somewhat substantiated by the fact that we have reached the strength authorized in our recent T/O increase, and are still feeling considerable pressure in this activity which is requiring the detail of other personnel and overtime authorization to handle the load. Past experience points up the need for additional personnel in somewhat direct proportion to the growth of files. While we feel that adequate provision has been made for file equipment,

(cont'd)

25X1

it is believed that an additional 480 sq.ft. should be allowed for a total of [redacted] It is likewise brought to your attention that this does not represent the total file space required by CI Staff. We have two other components that due to the nature of their work, will also require secure areas to maintain relatively large amounts of specialized files.

25X1

[redacted]  
Chief, Admin./CI Staff

Our recommendation is based on the approved TO. [redacted]  
requests an additional 480 sq.ft. for [redacted] not approved  
as of the time of our discussion.

25X1  
25X1

Chief, Records Management Staff

**CONFIDENTIAL**

Approved For Release 2005/08/16 : CIA-RDP70-00211R000800270004-9

**Office Memorandum • UNITED STATES GOVERNMENT**

25X1

TO : Chief, CI Staff, DD/P

DATE: 2 May 1956

Atten: [redacted]

FROM : Chief, Records Management Staff

SUBJECT: New Building File Space Requirements

1. Attached are our tentative recommendations on your file space requirements which we reviewed with you at the request of the Building Planning Staff. Please indicate your approval or note your reasons for non-concurrence and return the analysis sheet for our submittal to the Building Planning Staff.
2. If you feel that further discussion is necessary we will be glad to call at your convenience.



25X1

ATTACHMENT

10 May 56

If you will recall our conversation, it is the opinion of this office that an additional [redacted] 25X1 positions will probably be necessary before we can level off. This is somewhat substantiated by the fact that we have reached the strength authorized in our recent T/O increase, and are still feeling considerable pressure in this activity which is requiring the detail of other personnel + overtime authorization to handle the load. Past experience points up the need for additional personnel in somewhat direct proportion to the growth of files. While we feel that adequate provision has been made for file equipment, it is recommended that an additional 4/80 sq ft should be allowed.

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25X1

ILLEGIB

It is likewise brought to your attention that  
this does not represent the total file space required  
by CI Staff. We have two other components that  
due to the nature of their work, will also require  
secure areas to maintain relatively large amounts of  
specialized files.

ILLEGIB  
25X1

ILLEGIB

ILLEGIB

DATE: 8 JUN 1968

OFFICE OF CIVILIAN INVESTIGATORS • UNITED STATES GOVERNMENT

B&G 2-4

RECORDED BY  
FILED AND INDEXED  
RECORDS MANAGEMENT DIVISION  
2 May 1956

25X1

Chief, CI Staff, DD/P

Attn: [redacted]

Chief, Records Management Staff

New Building File Space Requirements

1. Attached are our tentative recommendations on your file space requirements which we reviewed with you at the request of the Building Planning Staff. Please indicate your approval or note your reasons for non-concurrence and return the analysis sheet for our submittal to the Building Planning Staff.
2. If you feel that further discussion is necessary we will be glad to call at your convenience.

[redacted]  
25X1

25X1

MgtS/RMS/ [redacted] dat (5/2/56)

[Signature]  
5/2/56

ATTACHMENT

DD/P TS Staff - [redacted]

25X1

1. Space Requested - 1240 sq.ft.
2. Space Recommended - 1640 sq. ft.
3. Difference - None
4. COMMENT - No records Control Schedule has been established for these records but it is estimated that within 10 years records disposition will equal records accretions. Therefore, expansion for 10 years should be provided. The increase in volume was estimated at 10% per year. The application of standard allowances for the equipment now in use, and for expansion indicates an increase of about 25% should be added to the space requested. However, this 25% additional space requirement will be provided through the use of new standard equipment of greater capacity, i.e., 5 drawer cabinets instead of 4 drawer, 9 ft. instead of 7 ft. shelving. Also, the use of shelf filing for much of the material in cabinets appears to be practical and would require less space.

[redacted]  
Chief, Records Management Staff

25X1

Remarks:

*Approved  
S/*

[redacted]

25X1

Other Representative

**CONFIDENTIAL**

12 DEC 55

DP/P TS Staff - [redacted]

25X1

1. Space Requested - 1340 sq.ft.
2. Space Recommended - 1340 sq. ft.
3. Difference - None
4. COMMENT - No Records Control Schedule has been established for these records but it is estimated that within 10 years records disposition will equal records accretions. Therefore, expansion for 10 years should be provided. The increase in volume was estimated at 10% per year. The application of standard allowances for the equipment now in use, and for expansion indicates an increase of about 25% should be added to the space requested. However, this 25% additional space requirement will be provided through the use of new standard equipment of greater capacity, i.e., 5 drawer cabinets instead of 4 drawer, 9 ft. instead of 7 ft. shelving. Also, the use of shelf filing for much of the material in cabinets appears to be practical and would require less space.

25X1

[redacted]  
Chief, Records Management Staff

Remarks:

Approved  
S/ [redacted]

25X1

Legal Representative

MM/9 RG Staff - [Redacted]

25X1

1. Space Requested - 1340 sq. ft.
2. Space Recommended - 1340 sq. ft.
3. Difference - None
4. COMMENT - No Records Control Schedule has been established for these records but it is estimated that within 10 years records disposition will equal records accretions. Therefore, expansion for 10 years should be provided. The increase in volume was estimated at 10% per year. The application of standard allowances for the equipment now in use, and for expansion indicates an increase of about 25% should be added to the space requested. However, this 25% additional space requirement will be provided through the use of new standard equipment of greater capacity, i.e., 5 drawer cabinets instead of 4 drawer, 9 ft. instead of 7 ft. shelving. Also, the use of shelf filing for much of the material in cabinets appears to be practical and would require less space.

[Redacted]  
Chief, Records Management Staff

25X1

Comments:

UNCLASSIFIED

25X1 Representative

25X1

Chief, Technical Services Staff

Atten:

12 December 1955

Chief, Records Management Staff

Recommendation on File Space Requirements

Attached is our tentative recommendation on your file space requirements which we reviewed at the request of the Building Planning Staff. Please indicate your approval or note your reasons for non-concurrence and return for our submittal to the Staff. If you think further discussion is necessary, we will be glad to call at your convenience.

25X1



Attachment

25X1

MgtS/RMS/[redacted] pat(12/12/55)

A handwritten signature in black ink, appearing to read "J. M. [initials]" followed by the date "12/12/55".

TSS

1147

1. Space requested

2. No Personnel

3. Equipment requirements

a. Equipment - present

STAT	<input type="checkbox"/>	- 4 dr legal <sup>cab</sup> <del>safe</del>	3608	304
		- Marshals cab	1 C 12	12
		Steel shelving	6 C 10	60
		Total		376

STAT	<input type="checkbox"/>	<del>204</del>		
		4 dr legal	2028'	166
		4 dr legal safe	2 C 8	16
		Marshals	1 C 12	12
		Shelving	4 C 10	40
STAT	<input type="checkbox"/>			226
		4 dr legal	11 C 8	88
		shelving	4 C 10	40
				128

STAT	<input type="checkbox"/>			
		4 dr legal	7 C 8	56
		4 dr legal safe	2 C 8	16
		Supply cab	3 C 11	33
		Bookcas	1 C 10	10
		File cab	1 C 12	12
		Shelving	10 C C 10	100
		Freewheel		227
	<input checked="" type="checkbox"/>	4 dr legal	8 C 8	64
	<input checked="" type="checkbox"/>	4 dr legal safe	2 C 8	16
	<input checked="" type="checkbox"/>	Shelving	11 C 10	110
				190

4 Total

1148

5 Expansion: 10% increase for  
10 years after which total will  
level off this disposition

1147

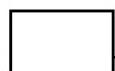
2294

25% 1840 - 460  
460  
2380

Double space  
present approved for release 2005/08/16 : CIA-RDP70-Q0211R000800270004-9  
for 10 years  
revised present approved for release 2005/08/16 : CIA-RDP70-Q0211R000800270004-9  
for 10 years  
697 358 358  
10/8  
358

~~155~~ 201848 for document storage - no personnel.  
Now using - about 1500' must be vaulted

STAT



1 4 dr safe

18 - 4 dr legal

~~2 vaults~~

shelving - 2

- 1

17 "

" microfilm 30x30"

" - 3

STAT



8 4 dr legal

" - 4

3 "

1 - 5 dr Microfilm (30x30)

9 4 dr legal

2 4 dr safes



6 4 dr legal

shelving - 4

3 " "

2 4 dr legal



4 - 4 dr legal

shelving - 6

- 4

1 supply cart

1 film cart 30x30

2 supply cart

2 - 4 dr legal

1 - book case

2 - 4 dr safes

*shelf filing*

*Forward*

8 - 4 dr legal

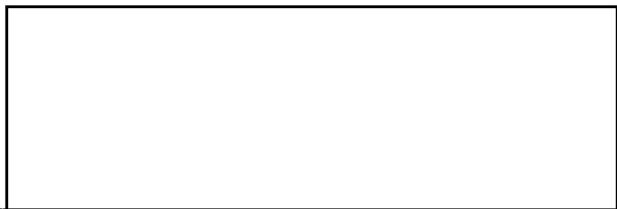
*shelving*

- 8

2 - 4 dr super leg.

- 3

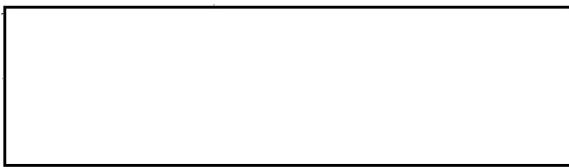
STAT



*Shelf filing*

*Forwarded 3 = nov 68*

STAT



Record Int. Div.

25X1

- |  |                             |
|--|-----------------------------|
| 1. Space Requested - 10,000 sq. ft.  |                             |
| 2. Space Recommended - 5370 sq. ft.  |                             |
| 3. Difference - 4630 sq. ft. reduction   |                             |
| 4. Present equipment and personnel requirements:   | <u>Sq. ft.</u>              |
| a. Equipment - 9' shelving - 358 sections @15'   | 5370                        |
| b. Personnel - 2080 sq. ft. of space for operating<br>personnel has been requested separately  | 0                           |
| 5. Expansion requirements:   |                             |
| a. Equipment - The original request was for<br>10,000 sq. ft. including space for present<br>equipment. In our discussion, the Division<br>Chief agreed to reduce this to 7,000 sq. ft.<br>However, our recommendation provides only<br>for housing present equipment on the grounds<br>that this Archives operation should be restric-<br>ted to its present scope with excess records<br>volumes being transferred to the Records Center<br>facilities to be included in the new building. | 0                           |
|  | Total for present expansion |
|  | 5370                        |

## 6. Remarks

- a. The capacity of the present 358 sections of shelving is 22,554 Archives boxes, or 29.6% more than the present inventory of 17,339. This capacity figure is based on the present practice of storing 9 high instead of 10 high because of the low ceiling. If stored 10 high in the new building, the capacity would be 25,060 which would provide 44% more space than required for the present volume.

STACK CAPACITY IS 19,311 BOXES, <sup>30</sup>  
PRESENT INVENTORY 14,755 BOXES.

X433 PROVOST

1074' FRONTAGE

PERSON REFERENCE SPACE :

Stack space : 1670 D

6' AISLE SPACED : 008888  
3 2 2 4

**CONFIDENTIAL**

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b. The 2080 sq. ft., requested separately for personnel, added to the 5370 sq. ft., recommended for the stack area, gives a total of 7450 sq. ft. This section is presently allocated a total of 5565 sq. ft. and any crowding now experienced in carrying out the operations should be relieved by the increase allowed.

Chief, Records Management Staff

Chief, FI/RI

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25X1



- Background Notes

1. Presently operating in 5565 sq. ft. This includes equipment and personnel.
2. Present equipment to be placed in requested area - 358 sections 9' shelving. (179 double sections holding 60 cu. ft.)
3. Number of archives boxes per shelf 7 of archives boxes per section 9 x 7 = 63; capacity of present shelving  $63 \times 358 = 22,554$ . Total boxes now on hand - 17,339  
( 9 high because of low ceiling lights + In new building use 10 high)

% expansion now available (9 high)  $22,554-17,399= 5155$  or 29.6%  
% expansion now available in New Building -(10 high)  $25,060-17,399$  equals 7661 or 44.0%

~~CONFIDENTIAL~~

*or 5*

*secret*

Records INTEGRATION Div.

Space Requested - 10,000 sq. ft.

Space Recommended - ~~5370~~ <sup>5370</sup> sq. ft.

~~Difference~~ - ~~4,000~~ <sup>4630</sup> sq. ft. ~~decrease~~ REDUCTION

① JUSTIFICATION: Space for operating personnel has been provided

outside this area so that only necessary equipment and aisle

space should be allotted. The recommended space will provide

for 400 sections of shelving with 30 inch aisles and including

a 500 sq. ft. allowance for end and main aisles. The 400 sections

provided for is an increase of 42 over the present number and

will increase the expansion potential from 13 to 29% using the

same type shelving. (Use of standard Record Center shelving would

increase this expansion potential to 45%).

Use of the total space requested would provide storage for  
30,000 cubic feet of material (only 25% less than the Agency

Record Center) in office space. In our opinion, this Archives

~~RESTRICED~~ operation should be ~~instructed to~~ → approximately

its present scope with the excess volume of records ~~by transfer~~ BEING

to the Record Center. With the allocation of Record Center type

~~AS PLANNED,~~ storage space in the new building, it is not believed that the

effectiveness of the operation ~~will be materially reduced.~~ The

~~gristly shelving will provide 44% expansion~~

~~over present Record holdings. (Ceiling (Top~~

~~is not now used as a safety measure of the lower ceiling.)~~

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~~CONFIDENTIAL~~

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25X1

## Background Notes

- Presently operating in 5565 sq.ft. This includes equipment and personnel.
  - Present equipment to be placed in requested area - 358 sections of 8' x 9' shelving. (179 double section holding 60 cu ft).
  - Number of archives boxes per shelf - number of archives boxes per section  
 $9 \times 7 = 63$ ; capacity of present shelving  $63 \times 358 = 22,554$ . Total boxes now on hand - 17,339  
 (% high because of low ceiling height) In new building 10 high  
 % expansion now available (9 high)  $30\% 22,554 - 17,339 = 5155 \approx 29.6\%$   
 (if only 8 high)  $13\%$   
 % " AVAILABLE in New Bldg (8 high)  $25,060 - 17,339 = 7661 \approx 44.0\%$
  - Capacity of proposed 400 shelves (using 10 high)  
 % expansion  
 (if only 8 shelves high)  $\frac{45\%}{29\%}$
  - Capacity of 400 9' sections 28,000
  - Square feet per section - 42" x 30" (includes facing aisles) 8.75 sq.ft.  
 10 sq.ft. allowance gives 1.25 sq.ft. for main aisle space for each section  
 $400 \times 8.75 =$  (shelving) 3500 sq.ft.  
 $400 \times 1.25 =$  (main aisle) 500 sq.ft.

3, #1, ~~alter~~

~~allow~~  
By GSA standard 5370 sq ft is ~~allowed~~ for  
an account center operator of this size & type. The allowance  
is generous, as it ~~includes~~ <sup>includes</sup> space for working area  
and personnel which are otherwise provided  
for in the ~~use~~. The actual footage required  
for <sup>each</sup> section of this type <sup>with</sup> foray aisle is 8.75 sq ft.  
whereas, the Space Bureau provides 15 <sup>sq ft</sup> or 6.25  
sq ft per unit for use as end & main aisle, and  
working area. ~~The~~ <sup>existing</sup> shelving will provide  
~~for~~ <sup>for</sup> 2 years.  
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~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

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8.75  
30  
1.25

6x36  
2/16

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17

406  
8.75

3560

102

216

4694

102" x 29" x 15"

6x36  
2/16

2.25  
7.2

3569  
102  
216  
3950

30  
4  
1.25

406  
12

38  
32

99  
12

116  
12

406  
8.75

3550

4143

3550

4143

3550

4143

3550

4143

3550

4143

3550

4143

3550

4143

30  
4  
1.25

406  
12

38  
32

99  
12

116  
12

406  
8.75

3550

4143

3550

4143

3550

4143

3550

4143

3550

4143

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~~SECRET~~ CONFIDENTIAL

Record Int. Div.

25X1

Space requested - 6,000 sq. ft.

Space recommended - 3552 sq. ft.

Difference - 2448 sq. ft. reduction

JUSTIFICATION: Space for operating personnel has been allocated outside of the file area. No additional equipment is contemplated as inactive material is to be transferred to [redacted] and in turn to the [redacted]. Therefore, the application of standard allowances to the present equipment will provide the proper space needed.

25X1

The computation for space required is as follows:

a. 5 dr legal cabinet - 438 @ 8'	3504
b. Microfilm cabinet - 6 @ 8'	48
c. Shelving (no space required because units are mounted on top of cabinets)	0
	3552

NOTE: The 8 sq. ft. allowance for a 5 dr legal cabinet provides for a 4' aisle when cabinets are placed in rows face to face. This allowance also provides for end and main aisles at the rate of 1.25 sq. ft. per cabinet. In this instance, 555 sq. ft. will be available for this purpose.

Chief, Records Management Staff

4' Aisle not wide enough. 6' aisle required.  
Reference space needed for 25 tables (60") and 50 chairs

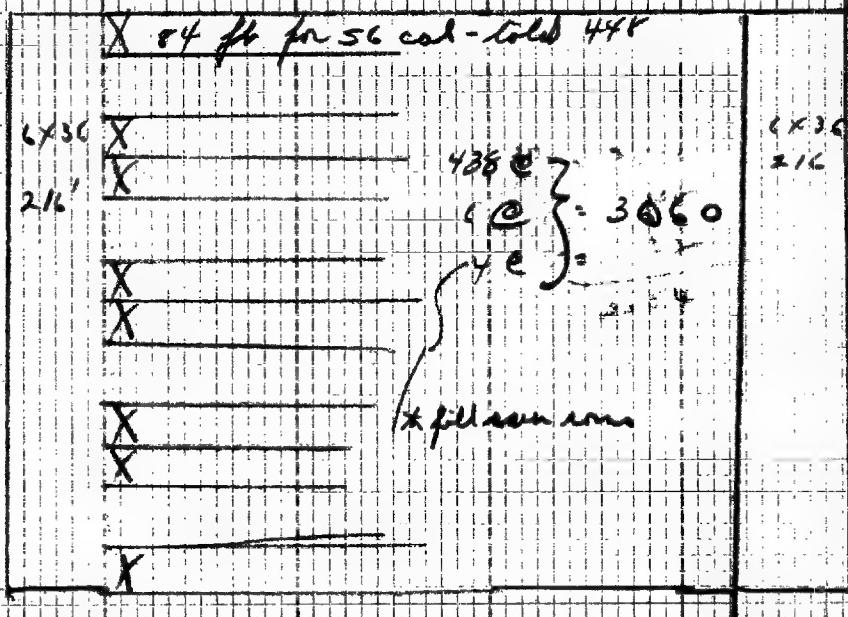
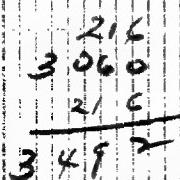
~~SECRET~~ CONFIDENTIAL

~~SECRET~~

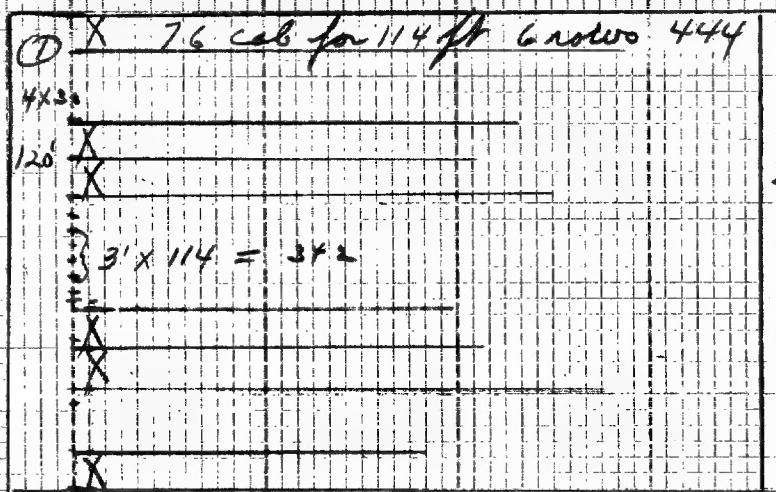
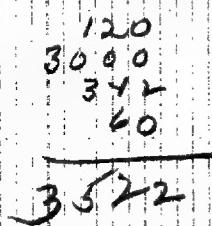
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*Riley*



\* fill soon some



- 24 end and  
60

~~CONFIDENTIAL~~

~~SECRET~~

**CONFIDENTIAL**

3

Record Int. Div.

25X1

Space Requested - 1000 sq. ft.

Space Recommended - 700 sq. ft.

Difference - 300 sq. ft. reduction

JUSTIFICATION: Space for personnel has been allocated outside of the file area. Only 10 drawer 3X5 card cabinets are to be included in the area. Space for expansion from the present 54 cabinets to a total of 125 is required. A 5.5 sq. ft. allowance for each cabinet provides a 4 ft. aisle when cabinets are placed in rows face to face, with a 214 sq. ft. allowance for end and main aisles. (The space required for cabinets and 4 ft. working aisles is 487 sq. ft.)

\_\_\_\_\_  
Chief, Records Management Staff

4' aisle not wide enough.

375 sq. ft. required for 125 cabinets

500 sq. ft. required for aisles

875 sq. ft. required

Reference space for 20 persons

**CONFIDENTIAL**

~~SECRET~~

*Number*

~~CONFIDENTIAL~~

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$$724 \text{ cab } 11\frac{1}{2} \times 25' = 119' \text{ TOTAL width}$$

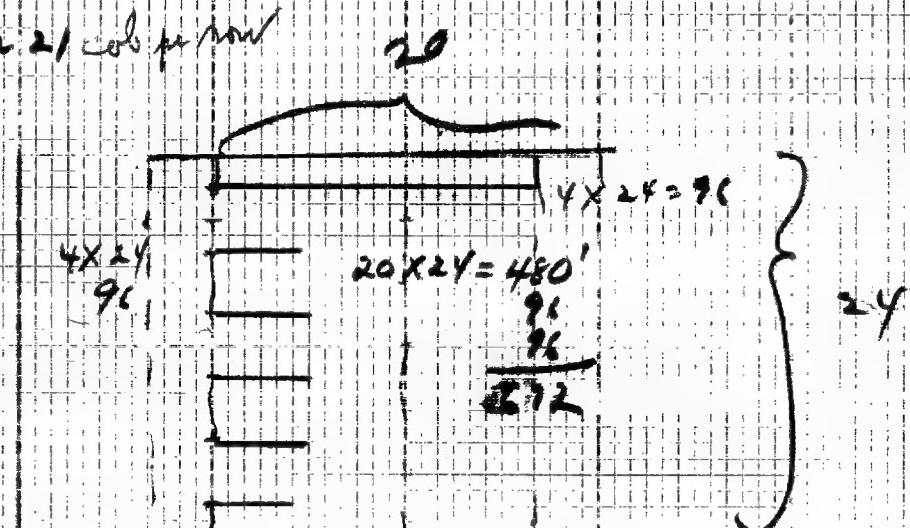
24 ft wide = 6 rows

48"

124 cab

6 rows = 20.6 or 21 cab per row

$$21 \times 11\frac{1}{2} = 20'$$



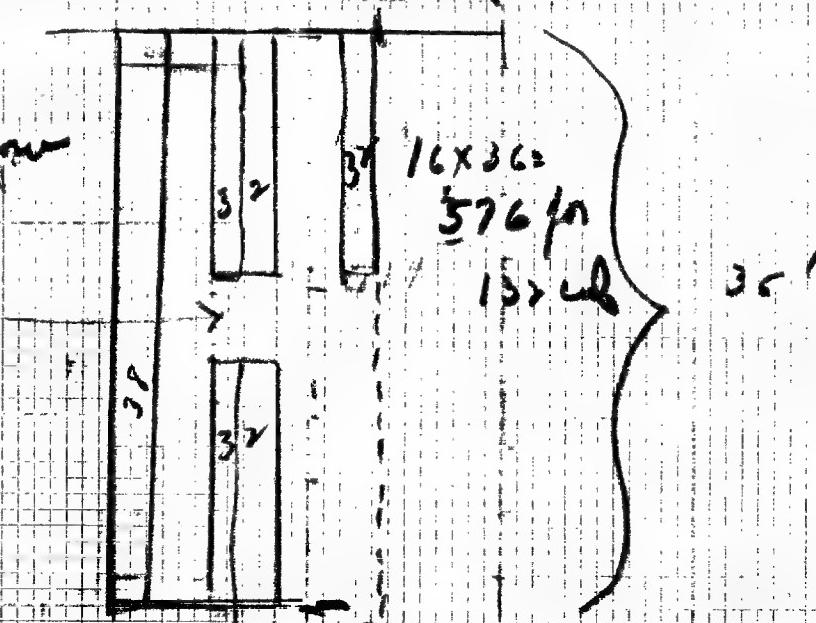
36 ft wide = 9 rows

48"

124 cab  
36 ft = 3.8 cab per row

$$16 \times 11\frac{1}{2} = 115\frac{1}{3}$$

57.7 inches



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~~SECRET~~

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~~CONFIDENTIAL~~

25X1

Records Integration Division

Space requested - 300 sq. ft.

Space recommended - 300 sq. ft.

Difference - None

Comments:

Space for personnel has been allotted outside the file area. The only equipment required is 10 5 drawer legal size filing cabinets requiring 37'.5 sq. ft. along one wall. The remainder of the space is to be used for a work storage area.

Chief, Records Management Staff

~~CONFIDENTIAL~~

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3 May 1956  
OK JMS /s/  
Chief, RID

**CONFIDENTIAL**

Chief, Records Integration Division

25X1

Space requested - 300 sq. ft.

Space recommended - 300 sq. ft.

Difference - None

Comment:

No space for personnel is required. Equipment consists of 11 5 dr. legal cabinets and 2 sections of shelving requiring approximately 50 sq. ft. along the walls. This is not a permanent file and will be used only to house backlogs. The space in excess of that required for the equipment will be used as a work and bulk storage area.

Chief, Records Management Staff

3 May 1956  
OK JMS /s/

**CONFIDENTIAL**

**SECRET**

~~CONFIDENTIAL~~

Chief, Records Integration Division

25X1

Space requested - 500 sq. ft.

Space recommended - 550 sq. ft.

Difference - 50 sq. ft. increase

**JUSTIFICATION:**

No space for personnel required. No expansion needed for the material now contained in 40 4 dr, safe cabinets. The 3x5 card cabinet material is expected to expand from the present 12 cabinets to 35 cabinets in 10 years, after which Record retirement will equal accretions. The above allowance provides for the cabinets, working aisles, end and main aisles.

Chief, Records Management Staff

3 May 1956  
OK JMS /s/

~~CONFIDENTIAL~~

Records Int. Div.

25X1

1. Space Requested - 500 sq. ft.
2. Space Recommended 244 sq. ft.
3. Difference: 258 sq. ft. reduction
4. Requirements based on standard allowances:

a. Present equipment & personnel:

	<u>SQUARE FT.</u>
(1) equipment - 4dr legal safe - 2 @ 9	18
- 5dr card file - 2 @ 11	22
(2) personnel - provided for elsewhere	0
(3) work area	40
	160

b. Expansion equipment & personnel

(1) equipment - 5dr card safe - 4 @ 11	44
(2) personnel - 0	0
	44

Total sq. ft. for present & expansion requirements      244

5a. The present practice provides for laying the card trays out on tables for work during the day. However it is recommended that this operation be conducted in a vault area with non safe type cabinets which can be worked in without removal of the drawers for normal filing and reference work. As shown above, the equipment would require only 84 sq. ft. but working room should be allowed and an additional 160 sq. ft. is recommended.

5b. If the frequency of reference to these files is so great that work in the cabinets is considered a hardship, use of motorized units such as the Diebold super elevator file should be considered. These units could be housed in the space recommended above; they would be more convenient to use; and the cost would be no more than the price of the additional space requested.

Chief, Records Management Staff

Elevator file on order but does not permit two or ~~more~~ employee access.      2 safes and 6 tables requires 48 sq. ft. 3' aisle = 72 sq. ft.

Counter reference space for 5

Chief, RI

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Records & Int. Div.

25X1

Space requested: 500 sq. ft.

Space Recommended: 360 sq. ft.

Difference: 140 sq. ft. reduction

Justification: No personnel assigned to the area and the only equipment will be 24 sections of shelving. The standard of 15 sq. ft. per unit will provide 30 in. aisle between rows of shelving and 150 sq. ft. for end aisle and work area.

Chief, Records Management Staff

30" aisle, not wide enough. Require 60" aisle

72' of frontage X 51 = 360 sq. ft. aisle space

Require 360  
108  
468 sq. ft.

Chief, RMD

**CONFIDENTIAL**

~~SECRET~~

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Records & Int. Div.

25X1

Space requested: 500 sq. ft.

Space Recommended: 360 sq. ft.

Difference: 140 sq. ft. reduction

Justifications: No personnel assigned to the area and the only equipment will be 24 sections of shelving. The standard of 15 sq. ft. per unit will provide 30 in. aisle between rows of shelving and 150 sq. ft. for end aisle and work area.

Chief, Records Management Staff

Chief, RRD

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Records Int. Div.

25X1

Space for the Index section was not included in the memo of 9 Sept. from the Building Planning Staff but the Chief of RI asked that his original request for 5,000 sq. ft. be increased to 10,000. We have therefore included a review of the problem with this submittal.

Space requested - 10,000 sq. ft.

Space recommended - 6,885

Difference - 3115

## Present equipment and personnel requirements:

- |  |      |
|--|------|
| a. equipment, 10 dr. 3x5 card cabs. 328 @5.5 sq. ft.                           | 1805 |
| b. personnel (3040 sq. ft. [redacted])<br>(provided for in a separate request) | 0    |

25X1

## Expansion

- |  |      |
|--|------|
| a. Equipment: 10 dr. 3x5 card cab. 925 @5.5      | 5088 |
| Total sq. ft. for present and expansion required | 6885 |

The request for the increase from 5,000 to 10,000 sq. ft. for the Index Section was based on the assumption that the current rate of accretions of 1 cabinet per week will continue indefinitely. Also, there are at present no plans for controlling this growth. The additional space was needed to increase the space for expansion from the original estimate of 12 years to 18 years. The application of the standard allowance indicates that 1885 additional sq. ft. rather than 5000 sq. ft. are needed to provide for the longer expansion period.

Chief, Records Management Staff

Math is not allowing for 6' aisles.

Require 6570 sq. ft. expansion  
Reference space for 10  
tables (60")

Require 990 sq. ft. for 330 cabinets

Total = 8760 sq. ft.

Require 1200 sq. ft. for aisles

2190 sq. ft. present

**SECRET**